Staff Code of Conduct

Frequency of Review	Annually
Author	Director of HR & Operations
Approved by	Board of Trustees
Reviewed	Oct 2025
Date of Next Review	Oct 2026 (unless there is a material change)

Policy Statement

The Code of Conduct is a statement of the Trust's values and describes both the way it wishes to carry out its business and the standards of conduct it expects from its employees and others working for the Trust.

The code applies to all individuals operating on behalf of the Trust whether as an employee or working for the Trust in any other capacity (collectively referred to as "Staff" or "you" within this policy).

Policy Context

The Trust aims to be an employer of choice and expects all employees to conduct themselves in a way that reflects its vision and values.

The Trust is committed to raising standards. By abiding by the Code of Conduct and following the Trust's vision and values and behaving in a manner that reflects these values, our aim to create a better place for all to work and study.

Propeller Academy Trust's Values

The Propeller Academy Trust is dedicated to supporting young people with special needs, creating an environment where each student progresses along their own unique path We are constantly evolving, ensuring that no one stands still!

Our Headteachers design enriched curricula that equip our students not only with academic achievements but also with vital life experiences, and enhanced emotional, communication and sensory skills. These skills empower them to navigate, thrive in society and prepare for adulthood.

As a Trust, we are the driving force behind creating opportunities, collaborating closely with Headteachers to meet the evolving needs of our next generation of students. Every young person embarks on a personalised journey – because we recognise that everyone is unique.

While each of our schools maintains its own identity and values, we unite under a shared vision, grounded in mutual respect and supported by exceptional resources. In return, we are a dedicated team of passionate staff who believe anything is possible!

These values guide the way Staff behave whilst at work, they guide the way we work together, how we do our jobs and how we recruit, select, and develop our Staff.

We expect you to behave in a manner that is consistent with these values, and this is encouraged and reinforced through the Trust's performance management process for employees.

While the code sets out the standards of behaviour expected of Staff, the following questions may help you to decide whether what you are doing (or intend to do) is acceptable:

- Is anyone's life, health or safety endangered by your action?
- Does your action "feel" right? Could you successfully justify your action to your line manager, students, colleagues, friends, or family?
- Is your action legal, honest and does it comply with our policies, statutory requirements, and approved practice?
- Does your action appear reasonable?
- Would you be able to justify it to the local media?

- Would you be compromised if your line manager, fellow colleagues, friends, or family knew your action?
- Does your conduct undermine the reputation of the School or Trust and/or your profession?

This code is intended to bring your attention to key areas of conduct. However, the code is backed up by more detailed policies on Health and Safety, Equal Opportunities and Diversity, IT Acceptable Usage, Anti-harassment and Bullying, Social Media, Child Protection and Safeguarding, Whistleblowing Policy, Allegations Against Staff and Volunteers. It should also be read in conjunction with our Disciplinary Policy and Procedure, Grievance Policy and Procedure and Capability Policy and Procedure for employees.

Many of the rules set out below may seem obvious and would apply in any type of employment; for example, the requirement to follow reasonable instructions. Others, however, are related specifically to the nature of our organisation and may only be relevant to particular groups of Staff.

By their nature, **these rules are not exhaustive,** but they set out the principles to be observed which, if breached, may lead to disciplinary action against employees or other action against non-employees. From time-to-time issues may arise which are not specifically covered within this code, but which may lead to disciplinary action if your actions amount to misconduct in the case of employees or other action for non-employees.

Even though not mentioned in the rules, criminal or statutory offences committed while at work may result in disciplinary action, including summary dismissal (or other action for non-employed staff).

We may also be obliged to involve the Police. Such offences committed away from work may be dealt with under the disciplinary procedure (employees) if they are considered relevant to the suitability for the work you are employed to do. You must notify us immediately if you are charged or convicted of any criminal offences; or are in receipt of any indictments or police cautions; or are provisionally or permanently placed on the Children's Barred or Adults' Barred List (if applicable) administered by the DBS. Failure to do this may be taken into account in disciplinary proceedings (employees).

If you collude with anyone else in the breaking of any of these rules you may also be liable to disciplinary action or other action.

Rules and Standards of Behaviour

The rules that follow set out examples of standards of behaviour expected of you. It should be noted that **this list is not exhaustive**.

Breaches of the Code of Conduct will be dealt with in accordance with our Disciplinary Policy and Procedure (or other action against non-employees).

The disciplinary action to be taken in any individual case will always depend on the particular facts. However, breach of any rule shown within the Code may lead to dismissal or summary dismissal (dismissal without notice for gross misconduct) dependent on the seriousness of the misconduct, or termination of your contract for non-employed staff.

Health and Safety

You should always observe any Trust health and safety rules and guidance.

You should never:

- breach our health and safety policies;
- act in a manner likely to endanger yourself, colleagues, pupils, parents, members of the public, the School/Trust's property, or that of a third party;
- ignore anything that has the potential to cause harm. It should be immediately brought to the attention of your line manager;
- misuse any item provided for health and safety purposes;
- smoke or vape in enclosed and substantially enclosed premises in the workplace. This includes vehicles and the student areas **OR** on school grounds or property including in vehicles. For further information, please see our No Smoking Policy.

Drug, Alcohol and Substance Misuse.

We prohibit you from drinking alcohol in the workplace, during your contracted hours or during Trust business, other than reasonable drinking of alcohol in connection with approved social functions. We regard drinking to an 'unreasonable level' as any of the following situations:

- in the opinion of management, your performance is impaired;
- in the opinion of management, your behaviour may cause embarrassment, distress, or offence to others;
- you continue to drink when instructed to stop by a manager.

We will take all reasonable steps to prevent Staff carrying out work-related activities if you are considered to be unfit/unsafe to undertake the work as a result of alcohol consumption or substance abuse.

We expressly prohibit the use of any illegal drugs or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance. If any such incidents take place on Trust premises, in Trust vehicles or at a School/Trust related function, they will be regarded as serious, will be investigated by us, and may lead to disciplinary action and potential dismissal (or termination of your contract for non-employees) and possible reporting to the Police.

Staff or any other person under the Trust's control must not, in connection with any work-related activity:

- be under the influence of alcohol or drugs (except prescribed medication for you) whilst at work, during contracted hours or whilst performing any duties;
- misuse and be under the adverse influence of substances whilst at work, during contracted hours or whilst performing any duties;
- attempt to sell or give drugs or alcohol to any other employee, staff, student or other person;
- be in possession of controlled drugs contrary to the Misuse of Drugs Act 1971 (as amended);
- operate machinery under the influence of drugs or alcohol. (There may be an exception for prescription drugs, provided they do not have an impact on performance whilst operating machinery);
- fail to inform your line manager if taking Prescription drugs or over the counter medication which may affect the ability to perform duties normally;
- drive vehicles whilst on Trust business whilst under the influence of drugs and/or alcohol or prescribed/over the counter drugs that may have an impact on your ability to drive safely;

- fail to follow instructions in relation to health and safety procedures for use and storage of solvents.

Smoking.

We are committed to protecting the health, safety, and welfare and of all those who work for us by providing a safe place of work and protecting all workers, service users, visitors, and students from exposure to smoke.

All Trust premises, including the grounds and car parks, including vehicles owned or used by the Trust are smoke-free and all Staff, students and visitors have a right to a smoke-free environment.

Whilst the use of e-cigarettes, personal vaporizers, and electronic nicotine delivery systems (referred to in this document as e-cigarettes) currently falls outside the scope of smoke-free legislation, the long-term health effects of the use of these devices (vaping) are unknown. The vapour from e-cigarettes may be a source of irritation to other member of staff and may represent a health risk through passive consumption (as with passive smoking). Students, parents, and visitors may also confuse e-cigarettes with normal cigarettes and, if e-cigarettes are used on school premises, form the impression that the Trust does not comply with the smoke-free legislation. In addition, as they are battery-operated, e-cigarettes may also pose a safety risk.

Restrictions on smoking

Smoking tobacco has a detrimental effect on the smoker's health and may also affect others as a result of passive smoking. We wish to promote a healthy and professional public image, and therefore, prohibits the smoking of tobacco or any other substance (for example, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes) on all Trust premises, including the grounds and car parks. In particular, Staff should not smoke or use e-cigarettes immediately outside any entrance to any of the Trust's premises.

No member of staff employed by the Trust will be permitted to smoke whilst on duty or representing the organisation.

Staff are only permitted to smoke whilst off duty (in official break times e.g. lunch break), and only outside of the school's boundary in an area that is not within the visibility of the school or its students. 'Under the Working Time Directive, where staff work for longer than six hours they are entitled to a break of a minimum of 20 minutes.

Smoking is not permitted in company vehicles.

Contract staff will also be informed via the contractor and adherence to the policy will be requested.

No-smoking signs are displayed at the entrances to the all the Trust School's.

Smoking in smoke-free premises or vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution.

Smoking cessation support

The NHS Stop Smoking Service offer programmes of smoking cessation support for staff to include group, individual, behavioural and telephone support. Details of local smoking cessation clinics can

be found here – www.nhs.uk/smokefree/stop-smoking or by phoning 0300 123 2055 (*free) to speak to an expert advisor.

Where employees have to attend smoking cessation services and this cannot be reasonably arranged outside of normal working hours, paid time off will be allowed. This will be subject to service considerations and in agreement with your line manager.

The image that is presented to the School/Trust's students, parents, visitors, and members of the public is very important and therefore, the fundamental aim of this policy is to ensure that Staff maintain an appropriate professional image of the School/Trust through their attire and personal appearance and to conduct themselves in a professional manner at work.

Dress Code.

The purpose of our dress code is to establish basic guidelines on appropriate clothing and appearance at our workplace so that we:

- promote a positive, clean and neat image and that staff look professional;
- respect religious, racial and gender-specific clothing requirements and those of staff with disabilities where possible;
- take account of health and safety requirements; and
- help staff decide what clothing it is appropriate to wear to work.

Different departments within the School/Trust may have specific requirements that result in particular clothing demands, for example, because their work raises health and safety risks. It is important that all staff dress in a manner appropriate to their working environment and the type of work they do.

We expect staff to take a common-sense approach to the dress code. Any enquiries regarding the operation of our dress code (including whether an article of clothing is suitable to wear to work) should be made to the Headteacher or a member of the Senior Leadership Team.

Staff are not required to wear a uniform but are expected to dress in a manner that is suitable and appropriate.

Attire that is inappropriate for work at any time includes ripped, frayed, or torn clothing, clothing with slogans or images which may be considered offensive or otherwise inappropriate in the workplace, overly tight or revealing clothing and any clothing which is not in keeping with the fundamental aims of this policy.

Appearance

While working for the School/Trust you represent the School/Trust to students, parents, and members of the public. Your appearance contributes to our reputation and the development of our standards in educational services.

Your appearance must promote a positive and professional image. Clothing should not be dirty, frayed or torn. Clothing should not carry wording or pictures that might be offensive or cause damage to the School/Trust's reputation. It is inappropriate to wear clothing such as cut-off shorts, short dresses/skirts, crop tops, see-through material or clothes that expose areas of the body normally covered at work such as halter-neck/low-cut/spaghetti strap vest tops. Underwear must not be visible.

Clothing should be appropriate to the role, or the activity being undertaken (PE kits and appropriate footwear are essential for ALL staff when participating in PE lessons. This is for health and safety reasons as well as for modelling appropriate dress to our children and young people.

Footwear must be safe, smart, and clean and take account of health and safety considerations. All footwear must have a back. Staff working in schools should not wear flip flops, crocs, or similar footwear. Stilettos are also not acceptable for classroom-based roles.

Where we provide safety clothing and equipment, including protective footwear, it should be worn or used as appropriate and directed and any damage or defects reported to the Director of HR & Operations.

Jewellery should be kept to a minimum.

You should not wear clothing or jewellery that could present a health and safety risk.

Hair should be neat and tidy. Where you are required to work or visit the kitchen, hair nets and beard nets must be worn at all times.

Religious and Cultural Dress

You may wear a religious and cultural dress (including clerical collars, headscarves, skullcaps, and turbans) unless it breaches this policy or compromises the health and safety of the wearer, your colleagues, or any other person.

Where necessary, the Headteacher or members of the Senior Leadership Team can disseminate appropriate information explaining cultural dress and customs.

Priority is at all times given to health and safety requirements. Where necessary, advice will be taken from the Director of HR & Operations.

Identity badges

Staff should be identifiable by their photographic identification badge, which must be visible at all times while on School/Trust premises for security and identification purposes.

Staff should remove their identity badges when travelling to and from work, for personal safety reasons.

Failure to comply with this policy may result in you being required to change your attire or being sent home.

Attendance at Work

Employee should attend for work at all agreed times and should obtain prior authorisation for any absence.

Employees should:

- observe any designated hours of work;

- always observe the School/Trust requirements on the notification of absence by reason of sickness (outlined within our Sickness Absence and Sick Pay Policy);
- never work elsewhere when absent from the School/Trust without line manager's authorisation. Examples of absence include sickness, suspension and leave related to work and families;
- comply with our leave policies; and
- never leave work during designated/ agreed working hours without permission.

Professional Conduct

We expect all Staff to behave in a professional manner at all times, to be honest, act with integrity and give respect and consideration to others and to comply with professional codes of practice.

Staff should always:

- be honest,
- follow all reasonable and lawful instructions;
- conduct themselves in a manner that does not bring the School/Trust's name into disrepute;
- act in a manner that is not abusive towards another person, this includes indirect abuse for example where abusive comments are made to others out of the hearing of the target;
- treat everyone with respect and not undermine them, bully or harass them or act towards them in a manner which is discriminatory;
- adhere to professional requirements to attend relevant training and submit monitoring information in relation to employees and students where relevant;
- advise your line manager if your professional status has been removed by the professional body or you are subject to any disciplinary investigation and/or disciplinary action by the professional body;
- take reasonable care of students under your supervision and follow our required guidelines and safeguarding policies;
- comply with all relevant statutory provisions;
- cooperate with management in complying with our policies and procedures to the extent they apply to your position;
- comply with the requirements of statutory bodies relating to the examination, assessment, and evaluation of student achievement and attainment;
- comply with the Codes of Conduct of professional bodies to which you may belong;
- not bring members of your family, dependants or other visitors onto Trust premises whilst conducting normal working duties without prior permission.

And must not:

- post, distribute or display inappropriate literature at any of the Trust's premises or other premises whilst on School/Trust business;
- behave in a violent manner or threaten violence towards another person;
- use social media in such a manner that may bring the reputation of the School/Trust or the employee themselves into disrepute;
- make false allegations against another person or the School/Trust;
- behave in an insubordinate or inappropriate manner;
- behave in a persistent careless and/or negligent manner;
- behave in a manner that is likely to disrupt working relationships.

Safeguarding Children

All employees, workers, learners and volunteers and anyone operating on behalf of the School/Trust or visiting the School/Trust have the right to feel safe on our premises or while carrying out activities in relation to the Trust. No one should be hurt or abuse anyone in any way.

Staff must always:

- respect other people's right to safety;
- not hurt or abuse others; and not threaten to hurt or abuse them;
- comply with our pre- and post-employment vetting procedures;
- advise your line manager if you are under investigation by the Police or other authority in connection with allegations of abuse;
- advise the nominated officer if you are aware or have any suspicions that anyone is abusing another person;
- comply with our procedure on Child Protection and Safeguarding.

Relationships with Students

Staff must at all times:

- maintain professional boundaries with students appropriate to their position and must always consider whether their actions are warranted, proportionate, safe, and applied equitably;
- act in an open and transparent way that would not lead any reasonable person to question their actions or intent;
- think carefully about their conduct so that misinterpretations are minimised;
- be mindful of section 16 of The Sexual Offences Act 2003.

Staff must never:

- establish or seek to establish social contact with students for the purpose of securing a friendship or to pursue or strengthen a relationship. If a young person seeks to establish social contact, you should not engage with any such requests as such social contact could be misconstrued;
- develop personal or sexual relationships with students and should not engage in any sexual activity with a student;
- make sexual remarks to a student, discuss your own sexual relationships with, or in the presence of students or discuss a pupil's sexual relationships in an inappropriate setting or context.

Contact with students, parents or carers should be made through the Trust's authorised mechanisms; MIS (Arbor, via mail or SMS), the main school telephone number, school office email address or Trust/school social media platforms. Personal phone numbers, email addresses or communication routes via all social media platforms should not be used and you should not share your home address with students. If contacted via an inappropriate route you must inform your Line Manager or the Headteacher immediately.

You must not accept friend invitations or become friends with any student of the Trust on any social media platform. You should also not follow any student on Twitter, Instagram or other similar social media accounts of students or their parents.

Allegations Against Staff and Volunteers

We all have a duty to promote and safeguard the welfare of children at our school. In line with this duty, we have a policy and procedure dealing with allegations against staff and volunteers.

All members of staff and volunteers are required to familiarise themselves with this policy and comply with it.

Concerns about the possible abuse of children by staff and volunteers will usually arise in one of two ways, either:

- a direct allegation by a pupil or a third party, for example a parent; or
- an observation by a member of staff that the behaviour of a colleague or volunteer is inappropriate or potentially or actually abusive.

In the event an allegation is raised in respect of you, we recognise that this can be a very stressful time and will take steps to keep you informed of the progress of the matter where possible. We will provide you with a named contact at the school whom you can contact for support.

If you are a member of a union or professional association, it is advisable to contact them at the outset.

Further details on the following procedure are available in our Allegations Against Staff and Volunteers Policy.

1. **Allegations that may meet the harm threshold**

Where a member of staff has any concern about another member of staff, including volunteers, contractors, and supply staff, that may meet the harm threshold (outlined below) you must report such a concern to the Headteacher or Director of Education immediately, unless the allegations are about the Headteacher, or a member of the Trust Leadership Team, in which case, it must be reported to the CEO. In the case of the CEO, it must be reported to the Chair of the Board of Trustees. In. /This person is known as the “Case Manager.” If the Headteacher is absent, the allegation should be reported to the SLT member in charge, DSL, or Director of Education.

A concern/allegation meets the harm threshold if the allegation is that the individual concerned:

- behaved in a way that has harmed or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates member of staff may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates the member of staff may not be suitable to work with children.

2. **Low-level concerns**

In line with Section Two of Part Four of Keeping Children Safe in Education, we recognise the importance of creating a culture of openness, trust, and transparency to encourage all staff to share low-level concerns with the right person so that they can be addressed appropriately. The purpose of our approach to low-level concerns is to ensure that our values are constantly lived, monitored, and reinforced by staff.

The term ‘low-level’ concern does not mean that the concern is insignificant. A low-level concern covers any concern no matter how small, even if it is no more than causing a sense of unease or a ‘nagging doubt’ - that an adult working in or on behalf of the school may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work and;
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children;
- having favourites;
- taking photographs of children on a personal mobile phone, contrary to Trust policy;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door when unplanned or expected; or
- humiliating pupils.

Such behaviour can exist on a spectrum. It is essential that these concerns are shared as outlined to support the Trust’s ethos and values and promote a culture of vigilance and transparency around the expected behaviour of staff.

Low-level concerns about a member of staff, supply staff, volunteer or contractor should be reported to the Headteacher or Director of Education.

Any concerns about the Headteacher, or a member of the Trust Senior Leadership Team, must be reported to the CEO. In the case of the CEO, it must be reported to the Chair of the Board of Trustees

All low-level concerns will be recorded in writing. Each record will include details of the concern, the context in which the concern arose, and action taken. The name of the individual who raised the concern should be noted, but if that individual wishes to remain anonymous, that will be respected to the extent it is reasonably possible to do so.

Records will be kept confidential, held securely, and comply with the Data Protection Act 2018 and the UK General Data Protection Regulation.

Records will be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified, we will decide on a course of action, either through our disciplinary procedures or by referring to the LADO, where a pattern of behaviour moves from a low-level concern to meeting the harm threshold. We will also consider whether there are wider cultural issues existing in the school that may have enabled the behaviour to occur. If this is found to be the case or a contributory factor, we may review our policies and deliver extra training where we consider this will minimise the events happening again.

Whistleblowing

Any member of staff or volunteer with concerns about poor or unsafe practice and potential failures in the School/Trust’s safeguarding regime should raise their concern under the Whistleblowing Policy and Procedure where they feel it is appropriate to do so. However, where they feel unable to raise an issue directly with the School/Trust or where they feel that their genuine safeguarding concerns are

not being addressed, they should contact the NSPCC whistleblowing helpline via telephone (0800 028 0285) or email (help@nspcc.org.uk).

Communication and Confidentiality

Confidentiality should be maintained in accordance with statutory and Trust regulations and procedures in all forms of communication.

You should:

- always comply with our Data Protection and Freedom of Information policies and procedures with regard to the retention, disposal security and disclosure of personal data;
- never disclose confidential information to any other person or party without consent (unless specifically required to do so by law);
- never search confidential files to which access has not been granted.

Regulatory issues and Use and Security of Resources

You are expected to act with honesty and integrity to safeguard the stewardship of resources for which we are responsible. You should always comply with regulations that are applicable to the Trust and its business.

You should always:

- ensure that you comply with the rules and principles of any regulatory bodies and/or relevant statute applicable to the duties you perform;
- comply with the Trust's financial regulations;
- comply with our Gifts and Hospitality Policy (to the extent it applies to your position);
- ensure that you account promptly and accurately for all monies handled in the performance of your duties. If you discover any discrepancy or loss, you must declare it to your line manager without delay. Note: Any attempt to conceal any discrepancy will only heighten the suspicion of dishonesty later. We may report any such losses and thefts to the Police;
- declare any conviction for a criminal offence or caution in relation to an offence (except those which are "protected" as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 and 2020).

Staff should:

- never wilfully damage or abuse the property of students, fellow workers or the School/Trust, or the property of outside agencies whilst conducting School/Trust business;
- never access, view, or distribute material of a pornographic nature;
- never make a financial claim in connection with work or services that have not been undertaken in connection with authorised School/Trust business;
- never remove any School/Trust property from the Trust's premises unless approved by your manager;
- never remove, or be in unauthorised possession of, any property or facilities belonging to the School/Trust or to any employee, student, or visitor to the School/Trust;
- always use our systems (e.g., computers, internet) in accordance with our IT Acceptable Usage and Social Media Policy;

- take all reasonable measures to ensure, so far as it is practical, the safety and security of School/Trust property, including premises, vehicles, equipment, and cash.

Equality and Diversity

We seek to achieve an environment in which all are included and in which discrimination is not tolerated. We are committed to promoting equality of opportunity regardless of sex, gender reassignment, race (which covers colour, nationality, ethnic or national origin), disability, religion or belief, sexual orientation, pregnancy, or maternity, marital or civil partner status or age. Everyone should be treated with respect and dignity and establish a culture where diversity is valued.

You should always:

- observe our Equal Opportunities and Diversity Policy.

Anti-Harassment, Bullying and Victimisation

We are committed to ensuring all staff are treated, and treat others with dignity and respect, free from bullying, harassment, including sexual harassment, and victimisation. Staff should always consider whether their words or conduct could be offensive. Even unintentional harassment or bullying is unacceptable. We will not tolerate any form of bullying, harassment, sexual harassment, or victimisation.

We take allegations of harassment (including sexual harassment), bullying and victimisation very seriously and will address them promptly and confidentially wherever possible. Harassment, bullying or victimisation by a member of staff will be treated as misconduct under our Disciplinary Policy and Procedure. In some cases, it may amount to gross misconduct leading to summary dismissal.

You should always observe our Anti-Harassment and Bullying Policy and in doing so, ensure:

- Bad and/or offensive language or gestures of any nature is not used in the workplace, whether directed at a particular person or not;
- You do not share or view inappropriate images or other content;
- You think before making a joke in the workplace – could anyone be upset or offended by what you say?;
- You don't invade colleagues' personal space;
- You do not exclude colleagues unfairly from discussions or events;
- You do not use crude humour;
- You do not use an aggressive tone or aggressive language when speaking with colleagues;
- You are not physically aggressive towards colleagues;
- You do not make sexually suggestive comments;
- You do not mock, mimic, or belittle colleagues in relation to any protected characteristic or otherwise;
- You do not gossip about your colleagues.

If you think you or another person may have been harassed, bullied, or victimised, you should raise this in accordance with our Anti-Harassment and Bullying Policy.

Gaining Employment/Promotion/Transfer

Employees or potential employees must comply with our recruitment and selection procedures.

When applying for a job/transfer/promotion, employees should not:

- make false statements to us or withhold relevant information. Any breach could result in the job application not progressing, the removal of an offer of employment or disciplinary action being taken against an employee at any time.
- fail to comply our recruitment and selection policies and procedures.

Employment of Family

We do not believe it is good practice, either for the individuals or the Trust, for close relatives to be employed in the same Department, particularly where one reports to the other.

Relationships covered by the term 'relative' include immediate family, i.e., spouse, partner, civil partner, parents, children, siblings, in-laws, uncles, aunts, nieces, and nephews.

It is possible for relatives to be appointed within the same Department, but this should be discussed fully with us before action is taken and should only be in cases where there will be no direct working relationship between the individuals.

Employees should not:

- be involved in the selection process where you are related in any way to an applicant or have a personal relationship outside work with them;
- be involved in decisions relating to discipline, promotion, pay or adjustments for any employee who is a relative, partner or close friend.

Conflicts of Interest

Conflicts of interest should be avoided at all times. Any issues of conflict or potential conflict should be raised with your line manager at the first possible opportunity.

Employees should:

- act in the best interests of the School/Trust at all times;
- not work for other employers while employed by the Trust if there is any possibility of a conflict of interest.
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Examples of a personal interest that should be declared are:

- a directorship, a large shareholding, promise of future employment or the employment of a close relative or friend in a position of influence in an organisation which may compete or do business with the School/Trust;
- receipt of compensation (except remuneration from the School/Trust) for services provided to any person or organisation on our behalf;
- outside activities that adversely affect job performance, either through excessive demands on working time or through conflicting commitments;
- activities that involve the unauthorised use of the School/Trust's time, equipment or information which could adversely affect the School/Trust's reputation or relations with others or could otherwise conflict with the interests of the School/Trust

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Gifts, Entertainment and Hospitality

You should always act with integrity and not allow yourself to be put into a situation which does not allow you to act with honesty and integrity and/or in the best interests of the School/Trust.

You should not:

- allow yourself to be influenced in making a business decision as a consequence of accepting gifts or hospitality.

For further information, please see our Gifts and Hospitality Policy.

Reporting Misconduct

You are expected to:

- report violations or suspected violations of law or the standards set out in this Code of Conduct. In these situations, you should contact your line manager.
- comply with our Whistleblowing Policy and Procedure in the event of concerns or evidence of malpractice in connection with the School/Trust. Note: Any information provided by you will be kept confidential in accordance with our Whistleblowing Policy and Procedure, unless otherwise required by law and may be made without concern of retribution.

Further Guidance

If you require further clarification on this document, please contact the Director of HR & Operations, or Director of Education.